# Minutes of the Totteridge House Annual General Meeting

# **18.08.2021**

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| **Present** |  | **In attendance** |
| Sumi LatchmanAnna MortonWill AwadSarah HenzleyChloe SanhamMr DookhonyCoragh McDonahHarriet BucyanaAugustus BeekoTracey GreenwoodOlu Yomi |  | Kamila Klidzia (Staff)Siovhan Crombie (WBC) |

Apologies from Nicola Lionello.

**1. Minutes of the last meeting**

The minutes of the meeting dated 06.01.2021 were read and approved as a true and accurate record.

Proposed by SL

Seconded by AM

**2. Matters Arising**

None

**3. Managers report**

**Finance**

Income appears to be lower than expected due to a service charge reconciliation but other than that, income is in line with the expectation. There is currently a deficit of £4044.21.

Expenditure:

Block repairs and maintenance show a deficit of £400.73 however we are due to be reimbursed £1552.72 by the other coops for the shared Peninsula and Microsolv contracts. We also have overspent on bulk rubbish removal and estate repairs which was the replacement of the two drop key entries which could not be repaired.

Staffing shows a surplus of £943.44 as we have had no expenditure on recruitment, training or staff cover.

Management and service costs show a surplus of £1675.59 as we have had minimal expenditure in the first quarter.

Overall, there is a deficit of £1825.91 before the reimbursement which we hope to be able to recover over the next quarter.

Tenant costs show a deficit of £8302.16 however we are due approx. £4500 back from the Council for boiler replacements. We have also had two voids in the first quarter which is quite unusual. We will need to closely monitor expenditure moving forward but hope that the kitchen and bathroom programme will reduce the pressure on our budget as they will be undertaking works in many properties including electrical safety testing and remedial works.

**Repairs and Maintenance:**

* The kitchen and bathroom programme should be restarting towards the end of august as deliveries are being scheduled for after the car park is cleared for storage. KK to share previous information relating to parking to SC to see if any assistance can be provided.
* I have contacted both finance and capital repairs managers in Wandsworth to request funding for a replacement intercom system. I obtained three quotes and there is a substantial difference between audio only and video systems.
* I also requested funding for additional CCTV and replacement radiators for all tenanted flats.
* The bike shelters are being jet cleaned this week by Castle cleaning, who are the same company who cleaned the colonnade.
* We have one void property at the moment which required minimal work and are currently awaiting an allocation.
* We have two other properties which will likely be void within the next few weeks; one tenant has passed away and another has been moved to a care home. Both of these properties will likely need a lot of work which we will discuss with the Council when the time comes.

**4. Vote of continuation**

All in favour

**5. Adoption of audited accounts**

KK presented the annual accounts which show an overall deficit of £565 due to a high level of expenditure over the year.

We also returned the cyclical decoration allowances historically received from WBC, this is shown in these accounts (£127k).

Remaining reserves of £56,675

WA proposed acceptance of the accounts, seconded by SL and all in favour.

**6. Appointment of auditor for 21/22**

Deferred awaiting tenders.

**7. Management Committee Nominations**

All existing Committee Members stood down and then stood for re-election:

Sumi Latchman

Anna Morton

Will Awad

Sarah Henzley

Muna Mahmoud

Augustus Beeko

Nicola Lionello

A new nomination was received:

Chloe Sanham

Proposed by SL, seconded by MD and all in favour.

**8. AOB**

Stacks needs flushing, this has been issued to a contractor and we await a start date.

Residents asked for an update on parking, and to restart investigations in to introducing a PRS for the residents of Totteridge House and Badric Court only.

**9. Date of next meeting**

17th November 2021